

State of Wisconsin Department of Public Instruction

MILWAUKEE PARENTAL CHOICE PROGRAM HOURS OF INSTRUCTION CALCULATION TOOL FOR YEAR ENDING JUNE 30, 2011

	SCHOOL NAME						
Sample K4 and K5 School							
ADMINISTRATOR NAME TYPE OR PRINT ADMINISTRATOR'S TITLE							
Greg Nelson Principal							
I hereby certify, as School Administrator, that the hours included herein are my anticipated hours. I further certify that I have included all days that the school will not be open and any days that have reduced hours. I am also aware that payments may be withheld if the school moves the last day of class to an earlier date, even if the required hours of instruction have been reached.							
DPI ADMINISTRATOR OF RECORD SIGNATURE							
Greg Nelson							
DATE SIGNED:	9 14 2010						

Put an X next to each grade the school has:

Grade	
K4	Х
K5	Х
1-6	
7-12	

Required Hours	Scheduled Hours
Do not report K4 hours on this form.	
875	1,093

Tabs to Complete:

Grade K5 hours must be completed.

EACH TAB WITH REQUIRED HOURS MUST BE SUBMITTED.

MUST BE **RECEIVED** BY DPI NO LATER THAN 4:30 P.M. October 1, 2010

Sample K4 and K5 School HOURS OF INSTRUCTION CALCULATION TOOL GRADE K4

STEP 1: Insert the day that school will begin and the day that will school will end. Beginning Date Ending Date STEP 2: What are the total number of weeks (Sunday through Saturday) between the beginning date of school and ending date of school. Include all weeks, even if the school has vacation for certain weeks or if the week is a partial week. Number of Weeks STEP 3: Insert the number of hours and minutes of instruction for each day of the week. Hours include recess and time for pupils to transfer between classes but do not include lunch periods. Hours Minutes Sunday Monday Tuesday Monday Thursday Thursday Friday Saturday Total Weekly Hours 0 0 STEP 4: List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/27/10-12/31/10) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. Days Off/Partial Days
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Wednesday Thursday Friday Saturday Total Weekly Hours Total Weekl
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Date(s) Hours Minutes Date(s) Hours Minutes
1 11
2
3
4 14
5 15
6 16
7 17
8 18
9 19
10 20

Number of Instruction Hours

Sample K4 and K5 School HOURS OF INSTRUCTION CALCULATION TOOL GRADE K5

Required Hours				875
STEP 1: Insert the day that school wil	begin and t	he day that	will school will end.	
Beginning Date		9/1/10	Ending Date	6/14/11
STEP 2: What are the total number o	=		• • • • • • • • • • • • • • • • • • • •	
ending date of school. Include all w	eeks, even if	the school	has vacation for certain weel	ks or if the week is a partial
week.	-			
Number of Weeks		42		
STEP 3: Insert the number of hours a	nd minutes o	of instructio	n for each day of the week. I	Hours include recess and time
or pupils to transfer between classe	es but do no	t include lur	nch periods.	
_	Hours	Minutes		
Sunday				
Monday	5	30		
Tuesday	5	30		
Wednesday	5	30		
Thursday	5	30		
Friday	5	30		
Saturday				
Total Weekly Hours	25	150		

STEP 4: List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/27/10-12/31/10) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session.

Days	Off/	Partial	Days
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	Date(s)	Hours	Minutes		Date(s)	Hours	Minutes
1	12/27/10-12/31/10	27	30	11			
2	1/3/11	4		12			
3	4/15/11	3		13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

Number of Instruction Hours

1,093

Sample K4 and K5 School HOURS OF INSTRUCTION CALCULATION TOOL GRADES 1-6

Required Hours							
STEP 1: Insert the day that school will begin and the day that will school will end.							
Beginning Date				Ending Date]	
STEP 2: What are the total number of	of weeks (Sur	nday throug	h Saturday)	between the beginnir	ng date of scho	ool and	
ending date of school. Include all wweek.	veeks, even i	f the school	has vacatio	n for certain weeks or	if the week is	a partial	
Number of Weeks							
STEP 3: Insert the number of hours	and minutes	of instructio	n for each o	lay of the week. Hour	s include rece	ss and time	
for pupils to transfer between class	ses but do no		nch periods.				
-	Hours	Minutes					
Sunday							
Monday 							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total Weekly Hours	0	0					
STEP 4: List any vacation days or pa hours that the school day will be re normally have a 6 hour school day, be in session in one cell by placing the "Date(s)" column and inserting	educed by. For insert 4 hou the dates that	or example, rs for Janua It school wil mber of hou	if you are h ry 3rd. You I not be in s	aving school for 2 hou could also enter sever ession (for instance fr tes that school will no	rs on January ral days that so om 12/27/10-	3rd and you chool will not 12/31/10) in	
Date(s)	Hours	Minutes		Date(s)	Hours	Minutes	
1			11				
2			12				
3			13				
4			14				
5			15				
6			16				
7			17				
8			18				
9			19				
10			20				
Number of Instructi	on Hours		-				

The school's educational programming does not comply with state requirements. Please add more hours of instruction.

Sample K4 and K5 School HOURS OF INSTRUCTION CALCULATION TOOL GRADES 7-12

	Required Hours					J			
STEP 1: Inse	rt the day that school wil	I begin and	the day that	will school	will end.				
	Beginning Date				Ending Date				
STEP 2: Wha	TEP 2: What are the total number of weeks (Sunday through Saturday) between the beginning date of school and								
ending date	nding date of school. Include all weeks, even if the school has vacation for certain weeks or if the week is a partial								
week.									
	Number of Weeks								
STEP 3: Inse	rt the number of hours a	nd minutes	of instructio	n for each c	day of the week. Hours	include reces	s and time		
for pupils t	o transfer between class	es but do no	t include lur	nch periods.					
		Hours	Minutes						
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								
	Total Weekly Hours	0	0						
STEP 4: List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/27/10-12/31/10) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. Days Off/Partial Days									
	Date(s)	Hours	Minutes	_	Date(s)	Hours	Minutes		
1				11					
2				12					
3				13					
4				14					
5				15					
6				16					
7				17					
8				18					
9				19					
10				20					

The school's educational programming does not comply with state requirements. Please add more hours of instruction.

Number of Instruction Hours